



WEST VIRGINIA

Division of Personnel
1900 Kanawha Blvd. East, Building 3 Suite 500
Charleston, WV 25305

<http://www.personnel.wv.gov>

**invites applications for the position of:
Administrative Services Manager 1**

An Equal Opportunity Employer

SALARY: \$2,890.67 - \$5,347.67 Monthly
\$34,688.00 - \$64,172.00 Annually

DEPARTMENT: Revenue - Insurance Commission

OPENING DATE: 05/04/22

CLOSING DATE: 05/13/22 11:59 PM

NATURE OF WORK:

Position No.: 0704P00402

Posting No.: INS22043

Division: Human Resources

Office Location: 900 Pennsylvania Ave, Charleston, WV 25302

Current and former covered state employees must apply directly to OIC Human Resources.

Employee will be assigned to the WV Offices of the Insurance Commissioner's Human Resources Section. Under administrative direction of the Human Resources Director, will manage the Payroll/Benefit unit for multiple Revenue Offices. Responsible for directing the work of HR Generalists and HR Associates/Assistants, reviewing and approving their work product, performing employee performance evaluations, and approving time and leave. Will provide complex administrative support services in the payroll and benefit areas such as payroll, time keeping, PEIA, retirement, and various types of leave. Will provide direct assistance to managers, employees, and other HR staff on process and procedures. Shares expert knowledge of the Division of Personnel's Administrative Rule, state policies, OIC policies, and internal state systems such as Oasis HRM and Financial. Establishes, modifies, develops, and interprets procedural guidelines and internal policies for processing transactions and payroll. Provides clear and concise guidance to management to ensure compliance with state and federal laws and rules. Will have signature authority for HR personnel transactions in Oasis HRM/Payroll and Financial systems as a backup for the HR Director. Will produce complex payroll reports for monthly and quarterly report requirements related to wage and tax statements, increment, and tenure. Provides support to the HR Director and Assistant Commissioner, Operations on special projects, as needed. Preference will be given to applicants with prior management experience and extensive experience in HRM Payroll and Financial systems in Oasis.

EXAMPLES OF WORK:

- Plans, develops, and executes through professional, technical, and clerical staff, a secondary mission of a statewide program or a primary department-wide program.
- Directs the daily operations of the staff and may direct regional or other field staff.
- Develops and implements operating procedures within regulatory and statutory guidelines; develops and approves forms and procedures. Renders decisions in unusual or priority situations; consults with supervisors and other state managers in reviewing same.
- Evaluates the operations and procedures of the unit for efficiency and effectiveness.

- Recommends the selection and assignment of staff to supervisors; conducts interviews and background evaluations for prospective employees.
- Determines need for training and staff development and provides training or searches out training opportunities.
- Assists in the development of the division and/or agency budget for personnel services, supplies, and equipment.
- Researches professional journals, regulations, and other sources for improvements to agency and unit programs and procedures.
- Compiles a variety of data related to the operation of the unit and/or the agency. Interprets statutes, regulations and policies to staff, other managers, and the public.
- May serve as a witness in grievance hearings or other administrative hearings.
- Prepares reports reflecting the operational status of the unit and or agency programs.

Knowledge, Skills and Abilities

- May participate in local conferences and meetings.
- Knowledge of the organization and programs of the agency or department.
- Knowledge of the principles and techniques of management, including organization, planning, staffing, training, budgeting, and reporting.
- Knowledge of state government organization, programs and functions.
- Knowledge of state legislative processes.
- Knowledge of federal, state, and local government relationships as they relate to the program, mission and operations of the unit and/or department.
- Ability to plan, direct, and coordinate the program and administrative activities of the unit.
- Ability to supervise others.
- Ability to evaluate operational situations, analyze data and facts in preparation for administrative and policy decisions.
- Ability to establish and maintain effective working relationships with other government officials, employees, and the public.
- Ability to present ideas effectively, both orally and in writing.

MINIMUM QUALIFICATIONS:

Training: Graduation from a regionally accredited college or university with a degree in the area of assignment.

Substitution: Experience as described below may substitute for the training requirement on a year-for-year basis.

Experience: Four years of full-time or equivalent part-time paid administrative or supervisory experience in the area of assignment.

Special Requirement: A valid driver's license may be required.

AREAS OF ASSIGNMENT:

Accounting, Auditing
 Budget and Budget Planning
 Banking and Financial Institutions
 Communication
 Criminal Justice/Law Enforcement
 Data Processing
 Facilities Management
 General Supervisory
 Health/Health Related
 Hospitality
 Insurance and Retirement
 Personnel Administration
 Printing
 Public Transportation
 Purchasing

OTHER INFORMATION:

PG: 16 \$34,688 - \$64,172

Market Rate: \$56,541

Note: To be considered for this position, applicants must have permanent civil service status (this includes reinstatements) and meet the minimum qualifications or be within the top ten percent of the Division of Personnel (DOP) Competitive Register for this job classification. Applicants who are current state employees or previous state employees with permanent civil service status may complete an application at:

<https://personnel.wv.gov/SiteCollectionDocuments/Application.pdf> and apply directly to the following:

Email: Christina.N.Wickline@wv.gov

Mail: Christina Wickline, 900 Pennsylvania Avenue, 9th Floor, Charleston, WV 25302.

Please include posting number INS22043 on the application

Please note: Applications of current or former state employees that are mailed directly to DOP or completed via DOP's online method are not forwarded to the OIC.

The OIC offers a great benefit package that includes 12 paid holidays, insurance and flexible benefits, ample annual and sick leave accrual, flexible work schedules, an optional 457 deferred compensation retirement plan and more.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.personnel.wv.gov>

Position #INS22043
ADMINISTRATIVE SERVICES MANAGER 1
CW

1900 Kanawha Blvd. East
Building 3 Suite 500
Charleston, WV 25305
(304) 558-3950

DOP.applicantservices@wv.gov
